

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

Opening Date: February 14, 2024

Closing Date: Open Until Filled

Position Title: Accountant II

Group/Class: B16/1014

Starting Salary: \$3,500.00-\$4,166.67* ***salary commensurate with experience**

Work Location: Temple, TX

Travel: As needed

Reports to: Chief Financial Officer

GENERAL DESCRIPTION

This position will function as an Accounts Payable Specialist. This position provides technical guidance and ensures accuracy of accounts payable operations for the agency. Specifically, provides data entry, creates, and enters complex manual vouchers necessary for agency payments. This position may prepare, audit, and enter various encumbered and unencumbered vouchers ensuring accuracy and appropriate documentation. This position is also responsible for interpreting and implementing state rules and regulations. This position works under general supervision with moderate latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED

May prepare, audit, and data enter various encumbered and unencumbered vouchers. Ensures that daily voucher processing schedules are met. Ensures that there is appropriate documentation and authorization for every voucher entered.

Performs data entry. Develops and maintains records and filing systems.

Audits and ensures the accurate preparation and entry of complex accounts payable vouchers into the state of Texas Centralized Accounting Purchasing and Payroll System (CAPPS). Ensures that there is appropriate documentation and authorization for every voucher approved. This includes accounts payable, travel, grants, Expenditure Transfer Vouchers (ETV), Cancellation, and refund vouchers into CAPPS while ensuring appropriate documentation is maintained.

Works with vendors and agency staff to process accounts payable transactions and refunds in a timely and accurate manner. Assists agency staff and management as necessary to process accounts payable and refund transactions, file paperwork, answer questions, research problems and follow-up as necessary.

Limited travel required.

Performs other duties as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with a major in Accounting, Finance or a related field is preferred. Full-time work experience in accounting is preferred. Experience in CAPPS Financials, USAS and TINS is preferred. Accounts Payable experience is preferred. Proficient in the use of Microsoft Office software suite, emphasis on Excel. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting principles and their applicability to state financial accounting. Detail oriented. Knowledge of and ability to use complex automated accounting systems, including CAPPS (PeopleSoft Financials), Uniform Statewide Accounting System (USAS), and Texas Identification Number System (TINS). Knowledge of accounts payable processes and procedures. Skill in use of a personal computer, computer software, including spreadsheet, database, e-mail, and word processing applications. Skill in working under general direction with moderate latitude for the use of initiative and judgment. Skill in establishing and maintaining effective working relationships both internal and external to the agency. Ability to interpret and apply accounting theory; to interpret laws and regulations. Ability to communicate effectively, both orally and in writing. Ability to manage multiple ongoing projects, prioritizes work, and meets deadlines. Must be able to safely and legally operate a motor vehicle. Must be able to safely accomplish moderate lifting (up to 50 lbs.)

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail the original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at <http://www.workintexas.com>

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

VETERAN'S PREFERENCE

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 1005,89A,30,32,3451,6FOX1 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

SELECTION INFORMATION

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.